



**DEFENSE LOGISTICS AGENCY**  
DEFENSE ENERGY SUPPORT CENTER  
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FORT BELVOIR, VA 22060-6222

IN REPLY  
REFER TO DESC-D

MAR 21 2000

MEMORANDUM FOR COMMANDERS, DEFENSE ENERGY SUPPORT CENTER REGIONS  
COMMANDERS, DEFENSE ENERGY SUPPORT CENTER OFFICES  
DESC-BQ (ATTN: Lee Oppenheim)

SUBJECT: DESC Policy Letter #DESC-FQ-00-01 -- Quality Representatives (QR) Health Medical Examination Policy

**A. REFERENCES:**

- (1) DFSC Policy Letter No. 3-92, "Quality Representatives (QR) Health Medical Examination Policy," November 25, 1992 (hereby canceled).
- (2) DoD Instruction 6055.5, "Industrial Hygiene and Occupational Health," January 10, 1989.
- (3) DoD Manual 6055.5-M, "Occupational Medical Surveillance Manual," May 1998.
- (4) DLA Directive 6055.1, "Safety and Occupational Health Directive," July 2, 1996.
- (5) Executive Order 12196, "Occupational Safety and Health Programs for Federal Employees," February 26, 1980.
- (6) Occupational Safety and Health Administration (OSHA) Title 29 Code of Federal Regulations (CFR) 1910.1020.
- (7) Federal Personnel Manual, Supplemental 293-31, Subchapter S6, September 2, 1987.

**B. PURPOSE:** This policy reissues and updates references to:

- (1) Amplify DoD policy in reference (2), and implement reference (3), pertaining to the prevention of occupational illness.
- (2) Establish uniform procedures to recognize and evaluate health risks associated with exposure to chemical, physical, and biological stresses in DoD workplaces.
- (3) Establish procedures for the management of an Employee Medical File System in accordance with reference (6) and industrial hygiene surveillance records.



(4) Establish DESC policy guidelines for the DESC QR Medical Surveillance Program and to help the occupational health professional(s) to evaluate health risks associated with the QR's specific workplace exposures.

**C. APPLICABILITY AND SCOPE:** This policy applies to all DESC QR personnel regardless of where they are assigned or their status.

**D. POLICY:**

The health of hazard-exposed workers must be monitored to determine if work-related health programs are effective. Through this portion of the DoD occupational safety and health program, DESC meets regulatory and legal requirements to assess the effects of work-related health risks on the worker health status.

(1) Types of Quality Representative Medical Evaluations:

a. Preplacement or Baseline Occupational Evaluations: These type of examinations are performed before placement in a specific job to assess (from a medical standpoint) if the QR will be able to perform the job capably and safely, to determine if the QR meets any established physical standards, and to obtain baseline measurements for future comparison. Ideally, the medical examinations should be done before commencement of work. However, if the QR already started work, these examinations will be completed within 30 days of assignment.

b. Mandated Periodic Medical Surveillance Evaluations: Defense regulations require periodic medical examinations. Annual medical examinations are required for all QRs as required by DoD 6055.5-M and Executive Order 11807.

c. Termination-of-Employment: These examinations are designed to assess pertinent aspects of the QR's health when the employee leaves employment. Documentation of examination results may be beneficial in assessing the relationship of any future medical problems to an exposure in the workplace. This is particularly applicable to those conditions that are chronic or that may have long latency periods. This examination is mandatory for QRs separating from the agency and should be accomplished within 30 days of termination of employment.

(2) Records Management:

a. The Federal Personnel Manual (FPM) Supplemental 293-31, Subchapter S6, September 2, 1987, provides guidance on retention, transfer and retiring EMFs.

b. If medical services are provided by DoD military Medical Treatment Facilities (MTFs) through Inter-Service Support Agreements (ISSAs), the MTF must maintain the employee medical folders (EMFs) in accordance with FPM Supplemental 293-31.

c. If the employee's personal physician in lieu of a DoD MTF provides medical services, the employee will be responsible for making arrangements for the transfer of the medical records to his or her next assignment. If the employee separates from the Federal government, the employee will provide his or her personal physician with appropriate instructions regarding the transfer of medical records and pertinent information to the National Personnel Records Center.

d. Standard Form (SF) 66D, Employee Medical Folder (EMF), (a blue folder) shall be used for all new EMFs and when an individual's records are transferred or retired in accordance with FPM Supplemental 293-31.

e. Preservation of Records: When an employee for whom there are long-term occupational medical records separates from Federal service, the last employing agency sends the EMF to the National Personnel Records Center, Civilian Personnel Records, 111 Winnebago Street, St Louis, MO, 63118. The National Personnel Record Center retains these Folders for 30 years after separation. Medical records for employees who worked less than one year do not need to be kept beyond the term of employment if they are provided to the employee upon leaving.

Employee exposure records must be kept for 30 years with the following exceptions: background data other than that necessary to interpret results must be retained for only one year; and material data safety sheets or other records that identify the toxic substance or harmful physical agent do not need to be retained if a record of the substance and where and when it was used is kept for 30 years. Analysis using exposure or medical records must be kept for at least 30 years.

(3) DESC Region/Office Commanders will:

a. Ensure the sample standard form letter provided as Enclosure 1, describes the QR's work environment and potential hazards; amend/update letter to cover special circumstances.

b. Determine the QR's fitness for duty based on the physician's medical evaluation report, but not limited by it.

c. Restrict the duties of the QR as deemed necessary; report such restrictions to DESC-BQ and DESC-FQ (include reason and impact).

(4) DESC Region/Office Quality Managers will:

a. Ensure compliance with Quality Representatives medical evaluations as described in Paragraph D(a) and (b) of this Policy.

b. Ensure QR's are provided with a current position description to provide to the medical examiner at the time of examination.

c. Review and update as required the common hazardous substances list (Enclosure 3) to which DESC QRs are potentially exposed. Updates shall be provided to DESC-BQ and DESC-FQ.

(5) Quality Representatives will:

a. Participate in the DESC medical evaluation program required by applicable regulations and standards.

b. Provide the examining physician with the following documentation prior to the medical examination:

(1) A copy of the sample standard form letter (enclosure 1);

(2) A copy of the DESC Preplacement or Baseline and Annual Medical Surveillance Procedures (enclosure 2);

(3) A copy of the list of chemicals, fuels, and fuel additives to which DESC QR personnel might be exposed (enclosure 3);

(4) A copy of the employee's consent to release information (enclosure 4), along with a stamped, self-addressed enveloped to the DESC Region/Office Commander.

(5) A copy of the individuals position description, which describes the physical working conditions.

**E. EFFECTIVE DATE:** This policy remains in effect until modified or superseded by DESC-D.

Questions regarding this policy should be directed to the DESC-FQ Safety Office, 703/767-8281 or DSN 427-8281.

Enclosures (4)

JEFFREY A. JONES  
Director

COORDINATION: PAR DESC-FQ NLC DESC-FD NLC DESC-F  
3/7/00  
WJG DESC-BQ BRW

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Director

## SAMPLE STANDARD FORM LETTER

DESC-(Region/Office)

(Date)

Physician's Name  
Address  
City, State, Zip Code

RE: Medical Examination for \_\_\_\_\_

Department of Defense regulations require periodic medical examinations for Defense Logistics Agency employees who are exposed or potentially exposed to occupational health hazards. The Defense Energy Support Center (DESC) employs Quality Representatives, (Petroleum/ Chemical), personnel throughout the world who are exposed or potentially exposed to various fuels, fuel additives and chemicals in the performance of their duties. [Enclosure 1] is a list of the most common hazardous substances to which our Quality personnel are potentially exposed. [Enclosure 2] is a copy of the individual's position description that describes the physical working conditions.

Defense regulations provide guidance to recognize and evaluate health risks associated with specific workplace exposures, and also describe general requirements for medical surveillance based on the workplace exposures. Based upon these requirements, DESC has developed a "Model" occupational health medical surveillance examination for our Quality (Petroleum/Chemical) Representatives [Enclosure 3]. **This may be altered or modified by the examining physician based on his professional judgement and the specific individual's workplace exposure. However, the medical examination is to be within the scope of a "medical examination," not for treatment.**

Request you provide the undersigned an analysis of the individual's physical examination with relation to occupational exposures, injury or illness that might affect the individual's ability to performs his/her duties. This analysis will be used by management to monitor the health of employees exposed to occupational health hazards, allowing early detection of adverse health affects, timely corrective action, and improved preventive measures.

Please use the sample form [Enclosure 4]; it contains the employee's consent to release this information. A stamped, self-addressed envelope is provided to return a copy of this form to the undersigned.

Respectfully,

Enclosures (4)

(DESC Region/Office Commander)

[Enclosure 1]

## **DESC Preplacement or Baseline and Annual**

### **Medical Surveillance Procedures**

1. Medical and work histories with attention to the following:

- a. Skin
- b. Liver
- c. Kidneys
- d. Central nervous system
- e. Cardiovascular system
- f. Respiratory system
- g. Alcohol consumption

2. Physical exams with attention to the above system.

3. Clinical laboratory studies:

- a. CBC and differential  
Hemoglobin, hematocrit  
RBC count and red cell indices  
WBC count with differential  
Platelet count  
Reticulocyte count  
Serum bilirubin
- b. Liver profile (including SGOT and SGPT).
- c. Urinalysis with microscopic.
- d. Kidney function (BUN and serum creatinine).
- e. Pulmonary function (FVC and FEV).
- f. 14" x 17" post/ant chest x-ray (as required)

NOTE: The physical exam/tests may be altered or modified by the examining physician based on his/her professional medical opinion and the specific individual's workplace exposures.

## **Fuels, Fuel Additives and Laboratory Chemicals**

### **FUELS:**

- Jet Fuel, JP-8 (Hazardous ingredients: Kerosene and Naptha)
- Jet Fuel, JP-5 (Hazardous ingredients: Kerosene based fuel)
- Gasolines (leaded and unleaded)
- Kerosene
- Diesel Fuel
- Fuel Oils

### **ADDITIVES:**

- Fuel system icing inhibitor: Diethylene glycol monomethyl ether
- Anti-static additive: (contains toluene, isopropyl alcohol and aromatic solvents)
- Corrosion inhibitor: (contains xylene)
- Metal Deactivator (contains xylene and phenol)
- +100 Additive [Spec – AID 8Q462] (contains naptha and Naphthalene)

### **LABORATORY CHEMICALS:**

Acetone

Alcohol

Carbon dioxide (CO<sub>2</sub>)

Hexane (Used as a cleaning solvent in laboratory)

Hydrochloric Acid

Isopropyl Alcohol

Petroleum ether

Potassium phosphate dibasic

Potassium phosphate monobasic

P-Xylene

Silica Gel

Sulfuric Acid

2,2,4 trimethylpentane

Toluene (Used as a cleaning solvent in laboratory)

NOTE: The fuels, fuel additives and laboratory chemicals indicated above are products/chemicals that DESC personnel might be exposed.

[Enclosure 3]



## CONSENT TO RELEASE PHYSICIAN'S REPORT

### Employee's Consent:

I hereby agree and consent to the release of the non-confidential medical information requested below, in order for the attending physician to respond to this medical surveillance report.

DATE: \_\_\_\_\_  
\_\_\_\_\_  
(Employee Signature)

### Physician's Report:

On \_\_\_\_\_, I conducted a physical examination of \_\_\_\_\_  
(Date) (Employee's Name)

\_\_\_\_\_. Based on this examination it is my medical opinion that  
\_\_\_\_\_ ( is/is not) physically capable of performing the duties required by the  
(Employee's Name)

enclosed job description.

If the employee is not capable of continuing work please indicate your response and whether an additional examination would be necessary before the employee could resume his/her current duties.

### Physician's Comments:

Based on the tests performed and the employee's workplace exposures, outlined in the chemical profile provided by DESC, there is/is no medical indication that this patient has been overexposed to hazardous substances. If it appears that the employee is suffering from overexposure to hazardous substances, please indicate if further examinations are required.

### Physician's Comments:

\_\_\_\_\_  
(Physician's Signature)

\_\_\_\_\_  
(Print name in full)